

**POWYS COUNTY COUNCIL**

**ROLE DESCRIPTORS FOR POSTS IN SCHOOLS**

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

**JOB DESCRIPTION**

**JOB TITLE:** Pastoral Support Officer / Learner Support – Pastoral Care

**RESPONSIBLE TO:** SENCO

**JOB CODE: SCH65**

|  |  |  |  |
| --- | --- | --- | --- |
| Post | Grade | Hours | Weeks worked per annum (not including annual leave) |
| Pastoral Support | 7 | 35 | 42 |

**BROAD DESCRIPTION:**

Reporting to the SENCO and appropriate member of the SLT, and in liaison with teaching staff, the post will contribute to overall good order within the school, including behaviour management, and promote the well-being and general progress and achievement of learners through:

* providing support to learners on pastoral issues
* providing attendance, behavioural and educational support to learners
* providing a strategic link between the school and other agencies and parents/carers

The post will manage a case-load of learners.

**Responsibility for others:**

The post has considerable impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety), through assessment of need and support.

**Responsibility for staff**:

The post has some responsibility for others, through advising, guiding, directing and co-ordinating the actions of other staff.

**Responsibility for physical resources:**

The post has some direct responsibility for physical resources, involving the keeping of accurate and confidential records.

**TYPICAL TASKS, DUTIES AND RESPONSIBILITIES**

**Pastoral support:**

* Deal appropriately (providing advice and support as necessary) with the pastoral needs of allocated learners/year groups
* Monitor and take appropriate action in relation to the behaviour and progress of these learners
* Communicate and liaise with parents/carers and outside agencies, as appropriate
* Monitor behaviour of a group of identified students and implement strategies for improvement
* Support teachers in the application of the school’s behaviour policy
* Take appropriate action and provide support / advice / guidance to learners (whether referred or for whom there is a developing pattern of underachievement or poor behaviour)
* Implement the school’s rewards system
* Prepare and deliver sessions to small groups (addressing pastoral issues)
* Prepare and deliver SWEET sessions / other L2 vocational qualifications to small groups of KS4 learners as an alternative provision – This is an additional requirement to the standard version of the Job description available on the Powys Intranet
* Develop and prepare pastoral support programmes / 1:1 mentoring arrangements
* Manage the supervision of learners not working to the normal timetable
* Co-ordinate the communication strategy (on pastoral matters) to key stakeholders as and when required
* Challenge and motivate learners, promote and reinforce self-esteem
* Set good example by own presentation, personal and professional conduct

**Attendance support:**

* Set attendance targets for learners for identified individuals
* Monitor and review progress, take appropriate action in relation to attendance
* Support learners and parents/carers with strategies which encourage good attendance
* Lead in managing the effective transfer of learners and integrating those who have been absent
* Communicate, consult and co-operate with parents/carers, staff and other agencies
* Update and maintain learner records (detailing interventions/outcomes etc.)
* In liaison with other staff, undertake further investigations as appropriate

**Working with outside agencies:**

* Prepare reports for outside agencies, including transfer materials for other schools and co-ordinate final references
* Prepare pastoral support programmes
* Attend case conferences as appropriate

**General:**

* Attend meetings as appropriate
* Ensure appropriate records are maintained, to include details of interventions and outcomes.

**QUALIFICATIONS, TRAINING AND LIKELY ABILITIES**

1. Minimum of GCSE level A\*-C (or equivalent) in English, Welsh where required and Maths
2. Further relevant qualifications/training equivalent/ or working towards to a NVQ 4 (e.g. social services, youth and community, probation, police, counselling) or be able to able to demonstrate equivalent knowledge, experience and skills.
3. Experience and training in, and knowledge of, behaviour management strategies
4. Experience of working with outside agencies
5. Able to and experience of taking responsibility, working on own initiative and making decisions

**General Requirements**

* This position has a requirement for an Enhanced DBS Disclosure and ISA registration as it is classed as Regulated Activity under the Vetting and Barring Guidance, 2009.
* The post holder will be expected to address health and safety policies and arrangements in a pro-active manner to ensure that a high standard of safe working practices are maintained.
* The post holder will be expected to actively support and implement the principles and practice of equality of opportunity as laid down in the School’s Equal Opportunities Policy.
* The post holder will attend and participate in a range of meetings including team and staff meetings, Open and parent evenings as laid down in the staff handbook and calendar.
* The post holder will play a full part in the life of the school community, support its distinctive mission and ethos and encourage staff and students to follow this example.
* The post holder will promote actively the school’s corporate policies.
* The post holder will follow the Schools safeguarding policies and procedures and behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.
* We confirm that this document conveys a full and accurate description of the job as at 20 April 2018:

Signed ............................................................. Date ..................................... (Headteacher)

Signed ............................................................. Date ....................................... (Teacher)

I acknowledge that I have seen and received a copy of the job description.

Name ……………………………….……………………………………….……… (please print)

Person Specification

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job.

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| --- | --- | --- | --- |
| Attributes | Essential | Desirable | How Identified |
| Relevant Experience | Considerable experience of working in one or more of:   * Working with Children, Young People and Families * Teacher with Pastoral experience or work in a comparable Profession * Education Welfare Work * Social Work * Working in Education setting | * Having worked with vulnerable pupils | Application letter  Form Interview References |
| Education and Training | Attainment of GCSE grade C or above in English and Maths (or able to demonstrate equivalent numeracy and literacy skills to a level 2 standard of education)  Have or be willing to work towards:   * NVQ 4 (e.g. social services, youth and community, probation, police, counselling) or be able to able to demonstrate equivalent knowledge, experience and skills. * Experience and training in, and knowledge of, behaviour management strategies * Experience of working with outside agencies * Able to and experience of taking responsibility, working on own initiative and making decisions | * Counselling qualification * Education degree/diploma level * Youth and Community Qualification | Application Form Interview References |
| Specialist Knowledge and Skills | * Education Legislation * Child Protection * Multi Agency Working * Interpersonal skills * Communication skills * Ability to liaise with Headteacher and Senior Staff * Practical skills relating to planning and utilising individual learning programmes. * Prepare and deliver sessions to small groups (addressing pastoral issues) | * Counselling * Mediation/Conciliation * ICT Skills * Able plan effectively * Prepare and deliver SWEET sessions or other external qualifications at L2 standard to small groups of KS4 learners as an alternative provision | Application Form Interview References |
| Any Additional Factors | * Ability to communicate with a variety of people * Meet deadlines whilst working under pressure * Ability to travel both in and out of County in accordance with the requirements of the post. * Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. * Self-motivated and able to work constructively as part of a team * Ability to relate well to children and adults * Understanding of principles of child development and learning processes * Ability to work to deadlines and methodical approach to work |  | Application Form Interview |